



RECORDS REQUEST DENIAL LETTER

Dear Sir or Madam:

On _____, _____ received
your open records request to inspect/receive copies of _____

After reviewing the request, this Office is unable to provide you with either all or part of the
requested record(s). The basis for this denial is:

- ☐ No such record(s) exists.
☐ This office does not maintain record(s) responsive to your request.
☐ Additional information is needed to identify the requested record(s): _____

☐ The following law (citation and brief description why access denied):

- ☐ Tenn. Code Ann. Section: _____
☐ Court Rule: _____
☐ Common Law Provision: _____
☐ Federal Law (HIPAA, FERPA, etc.): _____

If you have any additional questions please contact _____

Sincerely,

Records Request Denial Letter
Tenn. Code Ann. § 10-7-503(a)(2)(B)(ii)